



## **ELECTORAL SERVICES**

### **PRIVACY NOTICE FOR ELECTORAL REGISTRATION AND ELECTIONS**

#### **Part 1: Electoral Registration**

##### **Who is the data controller for the information I provide?**

The Electoral Registration Officer is the data controller for Electoral Registration.

##### **Why are we collecting your data?**

The Electoral Registration Officer is a data controller and collects the personal data you provide for the purposes of registering your right to vote. You need to be registered to be able to vote in any election or referendum for which you are eligible. We have a duty to maintain a complete and accurate register throughout the year. We will only collect the personal information we need from you, in order to do this.

##### **What is the legal basis for processing this data?**

We do this as a legal obligation to comply with the Electoral Registration and Administration Act 2013 and Representation of the People Regulations 2001. This ensures that you are registered to vote in any election or referendum for which you are eligible. The law makes it compulsory to provide information to an Electoral Registration Officer for inclusion in the full register.

##### **What will we do with the information we collect**

We will use the information we collect from you for the legal purpose of maintaining the register of electors and administering elections and referendums.

We keep records about potential and actual voters, citizens, absent voters and proxies.

The records may include:

- Your name, address, nationality, date of birth
- Unique identifiers such as National Insurance Number
- Scanned application forms and signatures
- Proof of identification documents
- Telephone numbers and email addresses
- Notes about any relevant circumstances you have told us about
- Your previous or re-directed address
- Other occupants in your home
- If you are over 76 or aged 16/17
- Whether you have chosen to opt out of the open version of the register

### **Why do we collect this information?**

The information contained on the electoral register is used to conduct an annual canvass of households to ensure that the register is kept up to date in accordance with the Representation of the People Regulations.

### **Who will we share your information with?**

The information you provide is held in the electoral register which is managed by the Electoral Registration Officer who, using the information received, keeps two registers – the full electoral register and the open (edited) register.

The full register is published annually and is updated at various points during the year. By law, it can only be supplied to the following people and organisations:

- British Library
- The Office of National Statistics
- Electoral Commission
- Boundary Commission for England
- Jury Summoning Bureau
- Elected Representatives (MP's, MEP's, Local Councillors)
- Police and Crime Commissioner
- Candidates standing for election
- Local and National Political Parties

The Council  
Parish and Town Councils  
Police Forces  
National Crime Agency  
Public Library and Local Authority Archive Service  
Government departments or bodies  
Credit Reference Agencies  
National Fraud Initiative  
Other Electoral Registration Officers and Returning Officers

To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service managed by the Cabinet Office. As part of this process your data will be shared with the Department of Work and Pensions and the Cabinet Office suppliers that are data processors for the Individual Electoral Registration Digital Service. You can find more information about this at <https://www.registertovote.service.gov.uk/register-to-vote/privacy>

We also have to disclose (share) your information with our software providers and contracted printers.

It is a crime for anyone who has a copy of the full register to pass information from this register on to others, if they do not have a lawful reason to see it.

We will not ordinarily send your personal data outside of the European Economic Area. However if you are an overseas elector, we may write to you at your location e.g. send you a postal vote.

Anyone can inspect the full register, providing that:

- Inspection of the register will be under supervision
- They can take extracts from the register, but only by handwritten notes
- Information taken must not be used for direct marketing purposes, in accordance with data protection legislation, unless it has been published in the open version
- Anyone who fails to observe these conditions is committing a criminal offence and will be charged a penalty of up to £5000.

The open register contains the same information as the full register, but it is not used for elections and referendums. It is updated and published every month and can be sold to any person, organisation or company for

a wide range of purposes. It is used by businesses and charities for checking names and address details; users of the register include direct marketing firms and also online directory firms.

You can choose whether or not to have your personal details excluded from the open version of the register; however, they will be included unless you ask for them to be removed. Removing your details from the open register will not affect your right to vote.

## **Part 2 – Elections**

### **Why we process your data**

The Returning Officer is a data controller and collects personal data supplied in preparation for Elections and Referendums and to support results. We will only collect the personal data required in order for us to do this.

### **The legal basis for processing this data**

We do this in performance of a task carried out in the public interest and in the exercise of our official under the Representation of the People Act 1983 and the Representation of the People (England and Wales) Regulations 2001.

This ensures that elections or referenda are conducted in a robust, fair and transparent way.

We use records kept by the Electoral Registration Officer about potential and actual voters. In addition, we compile and use data relating to:

- Election Candidates
- Voters who propose, second or subscribe candidate nomination papers
- Political Parties and their officials
- Staff employed at elections
- Contact details for polling stations and count centres

### **How long will we keep this information for and why?**

The Electoral Registration Officer and Returning Officer are obliged to process your personal data in relation to preparing for and conducting

elections. Your details will be kept and updated in accordance with our legal obligations and in line with statutory retention periods.

### **How will we store your information**

The information will be stored on the Electoral Management System, supplied by express software solutions.

### **Your data rights**

You are entitled to request a copy of any information about you that we hold. Any such requests must be made in writing

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

If you are dissatisfied with how the council have used your personal information you have a right to complain to the councils Data Protection Officer at [information.governance@dudley.gov.uk](mailto:information.governance@dudley.gov.uk) and the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **Contact us**

If you wish to contact us in relation to any of your information rights, please contact the councils Data Protection Officer at [information.governance@dudley.gov.uk](mailto:information.governance@dudley.gov.uk)

If you wish to complain about how your personal information has been handled by Dudley Metropolitan Borough Council please contact the councils Data Protection Officer in the first instance using the details above. If you are not satisfied you can complain to the Information Commissioners Office at: The Information Commissioners Office, Wycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF, Tel 0303 123 1113 or you can visit their website at [ico.org.uk](http://ico.org.uk)